

Division of Community Services
Community Services Unit



DRAFT

Community Services Block Grant (CSBG)

Community Action Plan

Development Guide

Fiscal Years 2009 - 2011



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Introduction

The Community Action Plan is intended to detail the service delivery and capacity building activities supported by the CSBG funds. The activities are presented to stimulate and strengthen accountability within Community Action Agencies (CAAs). This effort will ensure a results-oriented strategy for the management and delivery of services to low-income people.

The information in this guide should provide assistance to CAAs that must develop a Community Action Plan, which includes strategies for measuring program results every three years. DHCD's Community Services Unit must demonstrate the ability of the state's CAA network to efficiently promote self-sufficiency for the Community Services Block Grant (CSBG) program funded clients and how related services and activities will be accomplished and evaluated. The chart on the following pages outlines the steps necessary and the timeline for completion of the three-year Community Action Plan.

Planning is essential to developing a comprehensive, outcome-oriented and coordinated strategic plan that provides an effective continuum of programs and services. The elements of the community planning model in this manual can help community action agencies to meet the challenge of providing social services through a proactive process that is coordinated and outcome-focused. CAA should address the causes of poverty through programs that fight unemployment, inadequate housing, poor nutrition, lack of educational opportunity and provide basic support and training services.

The community action plan must be able to bring together community leaders from all sectors to determine where they can work together to achieve community-wide goals. The plan should provide a concise summary of the major priorities for the agency. Also, it must show the community how to get involved, who to contact, and how to find support through the agency.

Federal regulations require that eligible entities such as CAAs coordinate programs and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable and other community organizations.



**Schedule and Steps for
Community Action Plan
Federal CSBG
Statutory Assurances**



Steps in the Community Action Planning Process

<u>Activity</u>	<u>CAA Target Dates</u>	<u>Due Dates</u>
<u>Step 1:</u>		January 31, 2008
Plan for Planning and Community Needs Assessment Survey Instrument(s) and Rationale Summary	October – January	
<u>Step 2:</u>		
Community Needs Assessment and Internal Needs Assessment	February - May	
<u>Step 3:</u>		
Description of Service Delivery System	May - July	
<u>Step 4:</u>		
National Goals & Indicators, Agency Projected Outcomes and Three-Year Goal and Strategies	May - July	
<u>Step 5:</u>		
Linkage Strategies	May - July	
<u>Step 6:</u>		
Funding Strategies	May - July	
<u>Step 7:</u>		
Vision Statement	May - July	
<u>Step 8:</u>		
The Community Action Plan		August 1, 2008

Reminder: If questions exist or if technical assistance is desired regarding any aspect of the Community Action Planning process, please contact the Community Services Unit for assistance.